

LESSON 4.1, DEFENSE TRAVEL ADMINISTRATION (DTA) OVERVIEW

LESSON TITLE

DEFENSE TRAVEL ADMINISTRATION (DTA) OVERVIEW

SUMMARY

This lesson will provide an overview of the Defense Travel Administration (DTA) and how it functions within the Defense Travel System - Limited.

DURATION

1.0 Hour

TOPICS

TOPIC TITLE

1: Defense Travel Administration Overview

OBJECTIVES

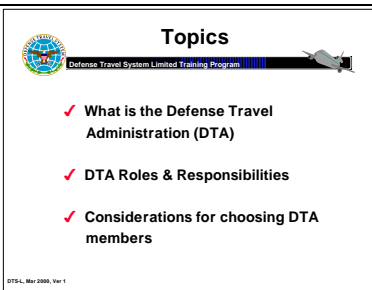
At the end of this lesson, participants will understand and be able to explain:

- What is the Defense Travel Administration (DTA)
 - Roles and Responsibilities of the DTA
 - Considerations for choosing DTA members
 - DTA Finance Functions/Responsibilities
-

MATERIALS

Instructor Guide, Briefing Material, Participant Guide

LESSON 4.1, DEFENSE TRAVEL ADMINISTRATION (DTA) OVERVIEW

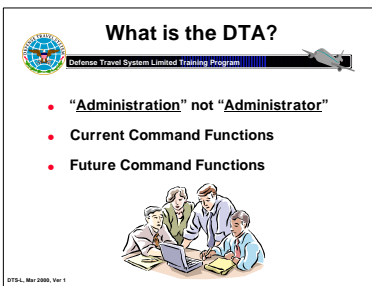


Slide 2: Topics

- ✓ What is the Defense Travel Administration (DTA)
- ✓ DTA Roles & Responsibilities
- ✓ Considerations for choosing DTA members

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Slide 2



Slide 3: What is the DTA?

- "Administration" not "Administrator"
- Current Command Functions
- Future Command Functions

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Slide 3

TOPICS

This slide outlines the topics we will be discussing during this overview of the Defense Travel Administration (DTA).

(READ AND EXPLAIN TOPICS FROM SLIDE)

WHAT IS THE DEFENSE TRAVEL ADMINISTRATION (DTA)?

As you already know, the Defense Travel Administration (DTA) is the DOD function responsible for managing the administrative aspects of the travel process at an organizational level. DTA stands for Defense Travel "Administration" not Defense Travel "Administrator" because it is envisioned that a group of individuals, rather than just one person, will be responsible for performing the various functions of the DTA. This, however, will be left to the discretion of each Service/Agency as to how their DTA will be organized.

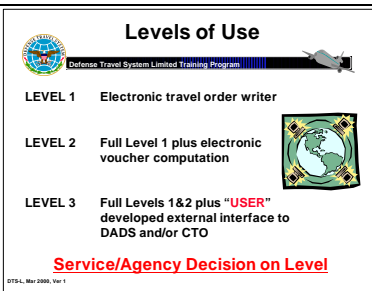
As we discuss the roles and responsibilities of the DTA, keep in mind that, with few exceptions, someone in your organization is currently performing these functions. These functions will still need to be performed, along with perhaps some slightly different ones under the new Defense Travel System.

Also, depending on which level your Service/Agency elects to implement DTS-Limited will certainly have an impact on the various responsibilities of the DTA.

For review, let's take another look at the levels for DTS-Limited:

(SEE NEXT PAGE FOR LEVELS)

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LEVELS OF USE FOR DTS-LIMITED

Not only will the Service and Agencies need to decide how they will use DTS-Limited; they also will need to decide which level of DTS-Limited they chose to employ. The levels of DTS-Limited that will be available for use are listed here on this slide:

(DISCUSS/EXPLAIN LEVELS OF USE)

LEVEL 1

Level 1 will provide an electronic travel order writer designed to function within the current standard, paper-driven process.

LEVEL 2

Level 2 use not only provides all the capabilities of Level 1 but also has an electronic voucher computation designed to function within the current standard, paper-driven process for AO certification. Computed vouchers (hard copy) will then be forwarded to the appropriate disbursing activity for processing.

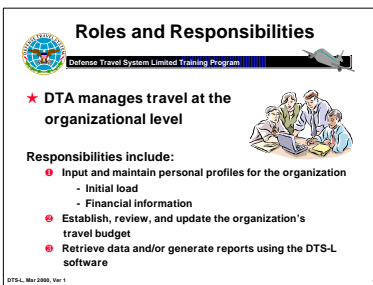
LEVEL 3

Besides providing all the capabilities of Levels And 2, Level 3 provides a user developed external interface to the organizations accounting and disbursing system and /or their Commercial Travel Office (CTO).

REMEMBER –SERVICE/AGENCY are responsible for the development of all of their electronic interfaces if they elect to use Level 3. Must be approved by PMO.

Accounting and disbursing interfaces must be developed in accordance with requirements established by the Defense Finance and Accounting Service (DFAS). CTO interfaces must be developed in accordance with current CTO contracts. And last but not least, interfaces utilizing a form of digital signature must obtain digital signature approval and or waivers in accordance with these requirements.

LESSON 4.1, DEFENSE TRAVEL ADMINISTRATION (DTA) OVERVIEW



Slide 5 (Bullets correspond to numbers in script)

DTA ROLES AND RESPONSIBILITIES

As we have previously stated, the DTA is responsible for managing travel at the organizational level. However, how high or low within each Service or Agency organization the DTA functions are located and performed will be for each Service or Agency to decide.

Some of the functions that may be performed by the DTA are as follows. Remember, depending on which level of use your organization elects, not all of the DTA functions listed here may be required

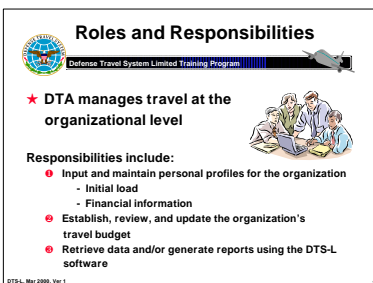
1. Input and maintain personal profiles for their organization's personnel:

The DTA will be responsible for inputting their organization's personnel data into the DTS-Limited application. After they have made the initial inputs, the DTA will be responsible for updating the information as necessary and for creating and maintaining the personal profiles for the travelers within their respective organization(s). This also will include identifying the traveler's Authorizing Official (AO) and entering a traveler's appropriate financial data (Correct line of accounting, travel charge card information, bank routing information, etc. Some, but not all of this information may/may not be required based on the level of DTS-Limited that is employed.)

2. Establish, review, and update the organization's travel budget

The DTA may be responsible for establishing reviewing and updating the organization's travel budget. It may be the DTA's responsibility to insure that the information entered into the DTS-Limited software budget module is correct and properly updated as required.

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Slide 5 (con't)
(Bullets correspond to numbers in script)

- As an accountable official, the individual (s) who will be performing finance functions of the DTA may be responsible for:

- Distributing funds to the appropriate travel budgets within their organization (s)

- Ensuring that the lines of accounting are properly established and labeled in the appropriate budgets in such a manner that is understandable by their Authorizing Official(s) (AO)

- Properly distributing funds and/or establishing lines of accounting in order to prevent a potential violation of the Antideficiency Act for which the funds control officer may be held accountable if funds distribution is not properly completed

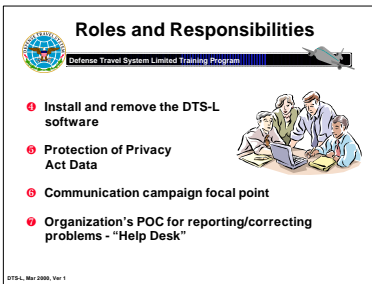
- Certifying funds availability

(Because the finance function of the DTA is so critical additional information in this area will be presented later in this lesson.)

3) Retrieve data, generate reports, or review reports produced with the DTS-Limited software

Another responsibility and/or function the DTA may have to perform may be to retrieve data, generate reports and/or review reports that may be produced using the DTS-Limited software. Also, the DTA may need to develop a system to save/store data that may be needed for reporting purposes.

LESSON 4.1, DEFENSE TRAVEL ADMINISTRATION (DTA) OVERVIEW



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4) Install and remove the DTS-Limited software

The DTA may be called upon to install and, if necessary, remove the DTS-Limited software from their user workstations. The PMO, with the assistance of the DTS-Limited vendor (TRW) will be responsible for the initial "on-site" installation of the DTS-Limited software at selected locations. At other sites, installation will be accomplished with the assistance of PMO personnel, if required, through the use of the DTS-Limited software provided by the vender.

5) Protect Privacy Act Data

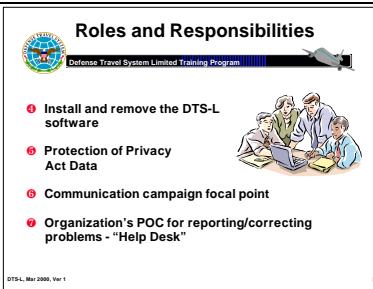
Each organization's DTA will have to determine how to protect the Privacy Act Data that will be produced by DTS-Limited. The DTA must also ensure that all of their organization's computer security requirements are met IAW appropriate regulations and directives.

6) Communication campaign focal point

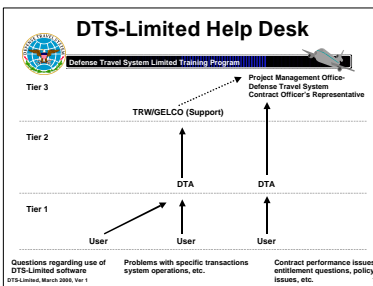
In order to better support the implementation of DTS-Limited DOD has launched an extensive communications campaign in support of the interim travel software being implemented.

Prior to, during, and after your organization has been brought on-line with the DTS-Limited; information about DTS-Limited will be provided you through this campaign. It is envisioned that the DTA will serve as their organization's communication campaign focal point and assist in getting the word out to all their personnel on DTS-Limited.

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Slide 6 (Con't)



Slide 7

7) Establish organizational "Help Desk"

The DTA should be the organizational point of contact for reporting any problems relating to use of the DTS-Limited and for reporting those problems, if necessary, to the appropriate government or vendor representative, as well as being the Point of Contact for receiving corrections to administration problems. This function of the DTA can best be described as the organizational help desk.

DTA AND THE HELP DESK

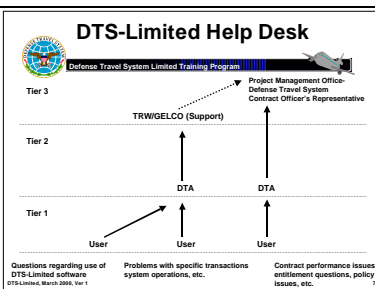
Let's take a little more in depth look at how the DTS-Limited Help Desk system is envisioned to work.

Having an effective, well-organized Help Desk is absolutely essential to the success of DTS-Limited at your location. Individuals using DTS-Limited will ask many questions and, if individuals are not in place to assist, the use of DTS-Limited could possibly break down causing much irritation and confusion.

While each Service/Agency will develop their own policies and procedures for tailoring the Help Desk for their mission, let's take a few minutes and review this slide while we discuss some recommendations as to how the DTS-Limited Help Desk is envisioned to be structured and function. Each organization will provide Help Desk instructions and phone numbers to both their Travelers and AOs. The key is to have the right people at the DTA/Help Desk to field and answer questions

As the slide depicts, it is envisioned that there are three levels or Tiers of Help Desk support. Tier 1, Tier 2 and Tier 3.

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Slide 7 (con't)
(NOTE: While the CTO may have a 24/7 toll free number to provide assistance to travelers, the DTS-Limited software help desk function will only be available from GELCO at certain hours of the day. Need to ensure that your DTA knows who to contact and what the hours of operation are for the help desk.)

The bottom of this slide gives you sample problems and how the various levels of the Help Desk might solve them. Let's take a look at a few and see how they would be worked through the Help Desk process.

Questions regarding DTS software issues should go from the traveler/AO to their DTA (Tier 2) then, if necessary, to TRW for resolution.

Specific system problems should go to the DTA from the Traveler/AO, then from the DTA to TRW for resolution.

As you have seen with these examples, no Traveler/AO has called any organization at the Tier 3 level.

THE CHAIN OF COMMAND FOR THE HELP DESK SHOULD ALWAYS BE TRAVELER/AO TO DTA - THEN DTA, IF NECESSARY, TO THE APPROPRIATE TIER 3 ORGANIZATION.

The key to the Help Desk is to solve the problem at the lowest level. Again, no Traveler/AO (Tier 1) should ever call the Tier 3 organization. All Tier 3 inquiries for assistance should always be made by the DTA.

While this has been a brief description of how the DTA and the Help Desk should work, you should refer to specific Service/Agency policy for any unique requirements that may be necessary for the Help Desk based on the level of use your Service/Agency elects to employ. There is also a Help Desk Users Guide that is available to assist the DTA in organizing and their Help Desk.

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Choosing DTAs

Defense Travel System Limited Training Program

- Personnel Data
 - Travelers and AO identification (organizational information)
 - Relationship between AOs and travelers
- Financial Data
 - Budgets and balances
 - Link budgets with lines of accounting
 - Link budgets with AOs
 - Appointed in writing as an accountable official

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WHO SHOULD BE CONSIDERED WHEN SELECTING PERSONNEL FOR YOUR DTA?

As we have previously discussed, DTA refers to an “Administration” as opposed to an “Administrator”. This is primarily due to the variety of duties that the DTA may have to perform and/or be familiar with. It would be extremely difficult for one individual to have the breadth of knowledge required to perform all the DTA functions.

When you are considering who to select as part of your organization’s DTA the following information may help in making your decision:

The DTA needs to be familiar with personnel data for their organization. This includes being able to identify who the travelers and AOs are as well as any additional personnel information that will be needed for input into specific DTS-Limited personal profiles.

Someone with a financial background and expertise will certainly be needed in the DTA. The finance DTA should be familiar with their organization’s financial processes so that they will be able to manage the organization’s budgets and lines of accounting.

Choosing DTAs

Defense Travel System Limited Training Program

- Information Technology
 - Knowledge of automated systems
 - Capability to download data and generate/review reports
- Transportation Officer (TO)
 - Familiar with transportation policies
 - Group/Deployment travel
- Other key and essential personnel as necessary

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SCRIPT FOR SLIDE 9:

Information Technology will be essential for the DTA. Therefore, an individual who has an understanding of automated systems and who will be able to create and review organizational data and reports may be an important part of the DTA.

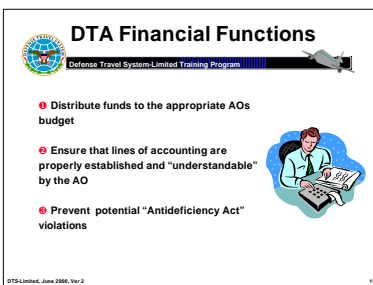
The Transportation Officer (TO) would certainly be an important member of the DTA as they are already involved in many aspects of travel for the organization.

As you can see, it would be extremely difficult, if not impossible, for an organization to entrust all the duties and responsibilities of the DTA to one individual.

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As we have previously said, there really is no limit as to who or how many personnel make up the DTA. Large organizations may have several individuals involved while a small organization could have one or two. It is up to the Services and Agencies to tailor the DTA to meet their travel requirements and the level of use that they have for DTS-Limited.

**(LEVEL OF USE (1, 2 OR 3) WILL IMPACT
SIGNIFICANTLY THE ORGANIZATION'S DTA
STRUCTURE)**



Slide 10

(NOTE: Additional information on organizational set-up, to include DTA financial functions, will be covered in detail during the block of instruction on set-up)

DTA FINANCIAL FUNCTIONS

While all the components of the DTA are important, let's take a moment to look a little closer at the DTA Finance Functions.

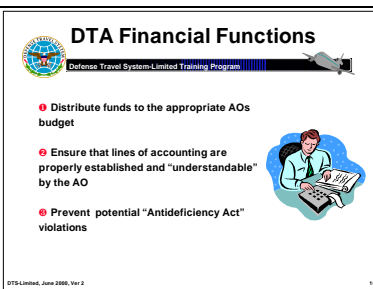
As we previously discussed, one of the key functions of the DTA will be to perform and monitor all the financial aspects of travel for their organization. As such, they may be held accountable for their actions and must be so designated in writing as an accountable official.

As we have previously discussed and as this slide indicates, some of the functions the finance DTA, based on level of DTS-Limited used may be:

1. Distributing funds to the appropriate travel budgets within their organization(s).

The DTA may be responsible for the distribution of funds to the appropriate AO's travel budget. For the purpose of this lesson, think of the budget as the electronic process for maintaining moneys needed to perform official travel. Each travel budget should be established based on the organization's current funding distribution procedures.

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Slide 10(Con't)

2. Ensuring that the lines of accounting are properly established and labeled in the appropriate budgets in such a manner that is understandable by their AOs and travelers.

The DTA must be very familiar with the lines of accounting format for their organization. The lines of accounting format structure will be different than the format used in financial systems. All DTAs must ensure that they use the correct format for setting up the lines of accounting for their organization.

For each line of accounting, the DTA may create a separate travel budget for the AO or may associate multiple lines of accounting to a separate budget. AO's may be held responsible for multiple budgets depending on their organizational control.

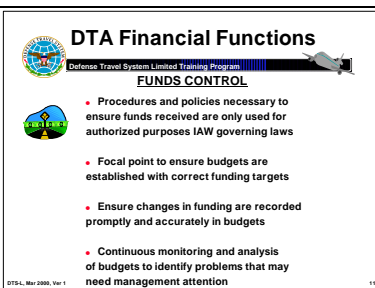
3. Properly distributing funds and/or establishing lines of accounting in order to prevent a potential violation of the Antideficiency Act for which the funds control officer may be held accountable if fund distribution is not properly completed.

Financial DTAs must assure that funds have been properly distributed to prevent a potential violation of the Antideficiency Act (31 United States Code, Section 1517). Remember this Act "prohibits any officer or employee from making or authorizing an obligation under appropriation in excess of the amount available".

(SEE FINANCE GUIDE FOR A DETAILED EXPLANATION OF THE ANTIDEFICIENCY ACT)

(COPY OF EACH SERVICE LOA FORMAT INCLUDED IN THE FINANCE GUIDE)

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DTA Financial Functions
Defense Travel System Limited Training Program

FUNDS CONTROL

- Procedures and policies necessary to ensure funds received are only used for authorized purposes IAW governing laws
- Focal point to ensure budgets are established with correct funding targets
- Ensure changes in funding are recorded promptly and accurately in budgets
- Continuous monitoring and analysis of budgets to identify problems that may need management attention

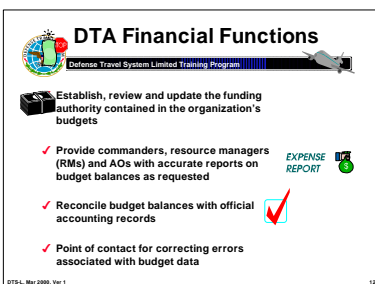
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FUNDS CONTROL

As you have just seen, the Finance DTA may be intimately involved with funds control. This slide depicts some of those very important functions they could be involved with for their organization depending on how their organization uses DTS-Limited.

(HIGHLIGHT/DISCUSS SOME OF THE FUNCTIONS LISTED ON SLIDE)



DTA Financial Functions
Defense Travel System Limited Training Program

Establish, review and update the funding authority contained in the organization's budgets

- ✓ Provide commanders, resource managers (RMs) and AOs with accurate reports on budget balances as requested
- ✓ Reconcile budget balances with official accounting records
- ✓ Point of contact for correcting errors associated with budget data

EXPENSE REPORT

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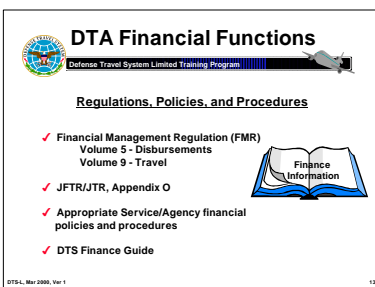
OTHER DTA FINANCIAL FUNCTIONS

In addition to the functions we have just discussed, there are others that the Finance DTA may be called upon to perform.

(HIGHLIGHT/DISCUSS SOME OF THE FUNCTIONS LISTED ON SLIDE)

NOTE: Additional information will be presented on lines of accounting in the DTA administration training on how the lines of accounting will be entered and labeled in the system for use by the AOs and travelers.

REMEMBER – NOT ALL OF THE FINANCE DTA FUNCTIONS WE HAVE JUST DISCUSSED WILL BE PERFORMED BY EVERY ORGANIZATION THAT IMPLEMENTS DTS-LIMITED. THE VARIOUS FUNCTIONS WILL BE BASED ON THE LEVEL OF USE FOR DTS-LIMITED THAT IS EMPLOYED BY THE SERVICE/AGENCY. IT IS A SERVICE/AGENCY DECISION ON WHICH FINANCIAL DUTIES THEY DESIRE BE PERFORMED BY THE DTS-LIMITED FINANCE DTA.



DTA Financial Functions
Defense Travel System Limited Training Program

Regulations, Policies, and Procedures

- ✓ Financial Management Regulation (FMR) Volume 5 - Disbursements Volume 9 - Travel
- ✓ JFTR/JTR, Appendix O
- ✓ Appropriate Service/Agency financial policies and procedures
- ✓ DTS Finance Guide

Finance Information

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FINANCIAL INFORMATION

The DTA should be very familiar with the following finance regulations, policies and procedures. Most of these can be found electronically through links on the DTS WEB site.


(DISCUSS/EXPLAIN ITEMS ON SLIDE)

LESSON 4.1, DEFENSE TRAVEL ADMINISTRATION (DTA) OVERVIEW

Summary





- ✓ "Administration" not "Administrator" - may be too much for one individual
- ✓ Service/Agency responsibility
- ✓ Choose personnel carefully
- ✓ Size of organization determines size of DTA



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**Defense Travel System
Limited**



Questions?

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Slide 15

SUMMARY

We've covered a lot of information in this lesson so let's take a moment to summarize some of the key points we have discussed

(DISCUSS SLIDE INFORMATION)

I hope that the preceding information has given you a better understanding of the DTA and the various functions and duties they may be required to perform.

While we have provided some guidance as to how best to organize and your DTA, it is up to each Service/Agency to determine what best meets their DTA needs. We will be getting into more specific details of the DTA organizational setup during the DTA Administration lesson for the DTS-Limited. Most of your questions on how the system will work will be answered at that time.

This concludes the DTA overview lesson. Are there any additional questions?